

Canvey Island Town Council



TO ALL MEMBERS OF THE COUNCIL



Dear Councillors,

I hereby summon you to attend a meeting of the **CANVEY ISLAND TOWN COUNCIL** to be held in the **COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 24TH FEBRUARY 2020** commencing at **7.30PM** for the transaction of business as set out below.

Any member who is unable to attend the meeting should send their apologies before the meeting.

Yours faithfully

Mrs E. De Can
Town Clerk

18th February 2020

The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed or otherwise reported about please make yourself known to the Town Clerk

A G E N D A

1. Apologies for absence.
2. To receive declarations of interest in items on the agenda.
3. Public forum - To receive contributions from members of the community of Canvey Island on items on the agenda for a period not exceeding ten minutes.
4. To confirm and sign as a true record the minutes of the Council meeting held on 3rd February 2020.
5. To note the minutes from the Environment & Open Spaces Committee meeting held on the 16th December 2019.
6. To note the minutes from the Community Relations Committee meeting held on the 13th January 2020.
7. To note the report of Officer Decisions under delegated powers and background papers.
8. To note the Clerks report of ongoing projects and not on the agenda (Appendix A).
9. To review and consider amending the planning committee terms of reference (Appendix B).
10. To review and consider the proposal for all decisions to be made by Full Council and to disband the current committee system.
11. To agree a working group for the 2020 Armed Forces Day to consider enhancing the event.
12. To agree a working group to review and consider changes to the website.
13. To consider and agree whether the council wish to proceed with purchasing Past Town Mayor Badges.

Canvey Island Town Council



14. To consider the investigated costs obtained and review the proposal to approach Castle Point Borough Council to take over the responsibilities and maintenance of the Dutch Cottage.
15. To consider and agree nominations for Blue Plaques (Appendix C to E).
16. To consider and agree a response to the Removal of Public Call Boxes consultation.
17. To agree the proposal to work with the RBL and St Nicholas Church to hold a service to celebrate VE day on the 8th May 2020.
18. To note the reports provided from the following forums and groups:-
 - Wyvern Community Transport Meeting – 18th November 2019 and 20th January 2020
19. To confirm accounts for payment as previously agreed.
20. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
21. Reports from Essex County Councillor on matters relating to Canvey Island.

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted*

22. To consider and agree the tenders for the Hanging Baskets/Planter contract.

**MINUTES OF THE PROCEEDINGS AT THE EXTRAORDINARY MEETING OF
CANVEY ISLAND TOWN COUNCIL
HELD AT THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB
ON MONDAY 3RD FEBRUARY 2020 AT 7.30PM**

PRESENT:

Councillors: Cllr A. Acott , Cllr B. Palmer, Cllr J. Anderson, Cllr D. Blackwell, Cllr E. Harvey, Cllr. C. Sach, Cllr P. Greig, Cllr B. Campagna, Cllr P. May and Cllr D. Anderson.

Present: Mrs E. De Can – Town Clerk, Miss J. Smith – Deputy Clerk and Castle Point Borough Councillor Martin Tucker.

CO/072/19 – APOLOGIES FOR ABSENCE

Apologies were accepted for Cllr N. Harvey.

CO/073/19 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr May declared a non-pecuniary interest in item 8(a) of the agenda as he is the chairman of Age Concern Canvey Island.

CO/074/19 - PUBLIC FORUM - TO RECEIVE CONTRIBUTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND ON ITEMS ON THE AGENDA FOR A PERIOD NOT EXCEEDING TEN MINUTES

No members of the public wished to speak.

CO/075/19 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 25TH NOVEMBER 2019

Members **RESOLVED** that the minutes of the Council meeting held on the 25th November 2019 be confirmed as a true record of the proceedings and were signed by the Town Mayor.

CO/076/19 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 4TH NOVEMBER 2019

Members **RESOLVED** that the minutes of the Policy & Finance Committee meeting held on the 4th November 2019 be confirmed as a true record of the proceedings and were signed by the Town Mayor.

CO/077/19 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS FOR THE POLICY AND FINANCE COMMITTEE AND NOT ON THE AGENDA

Members noted the report.

CO/078/19 – TO CONSIDER AND AGREE A RESPONSE TO THE NEW CASTLE POINT LOCAL PRE-SUBMISSION PLAN

Members discussed the consultation and response booklet and raised concerns that there had been a lack of public consultation and the form provided is far too complicated. Members advised that they had been informed that there would be leaflets distributed to residents, however, this does not appear to have been done. Members **RESOLVED** that rather than complete the required form the Town Clerk would formally write to Castle Point Borough Council confirming the Town Councils opinion that the plan is not legally compliant as the Borough Council have failed to adequately consult its residents. Members also requested that the letter confirm that the council wish to have a representative to speak in any oral examination.

CO/079/19 – FINANCE

a) GRANT APPLICATIONS:

TO CONSIDER AN APPLICATION FROM AGE CONCERN CANVEY ISLAND

Cllr May left the room. Members considered the grant application from Age Concern Canvey Island for financial assistance towards the purchase of a lap top and **RESOLVED** that a grant of £500.00 be awarded.

b) TO NOTE THE CHANGE IN EMAIL HOSTING PROVIDER @£32 PER MONTH WITH A ONE OFF SET UP/MIGRATION FEE OF £100.

Members noted that the email hosting provider has been changed to DOTS.

c) TO CONSIDER AND AGREE THE QUOTES FOR ELECTRICAL WORK REQUIRED IN THE OFFICE

Members considered the quotes provided for the replacement of fluorescent lighting in the office of No 11 High Street and **RESOLVED** to appoint GD Electric at a cost of £619.00 for the replacement of 6 LED panels to be taken from the premises budget.

d) TO CONSIDER AND AGREE THE COSTS TO REPLACE THE EXISTING 4 OFFICE COMPUTERS

Members considered the quotes provided for the replacement of the 4 office computers and **RESOLVED** to replace the computers with associated costs at £2,935.99 inclusive of windows 10, internet security package and set up costs to be split between the IT and office equipment budgets for 2020/21. Members agreed that the old computers could be offered to local groups if wanted.

e) TO CONSIDER AND AGREE THE PURCHASE OF BESPOKE STORAGE CASES FOR THE TOWN MAYOR AND CONSORT CHAINS

Members considered the costs for purchasing storage cases for the Town Mayor and Consort chains and **RESOLVED** to purchase two cases from Vaughtons at a cost of £428.33 each with additional courier and delivery charges from the 2020/21 regalia budget.

f) TO NOTE THE RE-INVESTMENT OF THE HAMPSHIRE TRUST BANK BOND FOR 1 YEAR @1.61%

Members **NOTED** the re-investment of the bond.

g) TO VERIFY THE COUNCIL FINANCES AS AT 31ST DECEMBER 2019

Members **NOTED** the Council Finances as at 31st December 2019 inclusive of the bank reconciliation, statements and cheques issued from 1st October 2019 to 31st December 2019 and no questions were raised. The Town Mayor duly signed the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

h) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED

Accounts **APPROVED** and cheques 203562 to 203572 and internet banking payment BACS001 inclusive were signed for A/c No 1.

List of Payments made between 03/02/2020 and 03/02/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
03/02/2020	Carter Security Ltd	203562	£762.00	Annual maint&monitoring alarm
03/02/2020	J & M Payroll Services Limited	203563	£36.00	Payroll processing - January
03/02/2020	K. Reader	203564	£105.00	Office clean 18/12,13/01&29/01
03/02/2020	St John Ambulance	203565	£326.04	Christmas event - First Aid
03/02/2020	Bond Fire Protection	203566	£69.00	Annual extinguisher service
03/02/2020	Anglian Water Business (Nation)	203567	£604.31	WS - water 05/07-04/01/20
03/02/2020	Canvey Island Wildlife Conserv	203568	£500.00	Annual donation
03/02/2020	Speedy Asset Services Ltd	203569	£62.64	Christmas barriers - 01-03/01
03/02/2020	C Black	203570	£30.00	Car park maintenance 18/01/20
03/02/2020	Office Needs	203571	£158.01	Stamps & stationary
03/02/2020	Aspect Maintenance Ltd	203572	£4,844.00	Maintenance - January

Total Paid £7,620.00

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted*

CO/080/19 - TO CONSIDER AND AGREE A PROTOCOL POLICY AND ASSOCIATED COSTS.

Members considered the draft policy and **RESOLVED** to adopt the policy and approved the cost of £476.80 associated with the actions required to be taken from the office equipment budget.

The meeting closed at 8.50pm.

TOWN MAYOR

24th February 2020

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
ENVIRONMENT AND OPEN SPACES COMMITTEE OF THE CANVEY ISLAND TOWN
COUNCIL HELD AT COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND ON
MONDAY 16TH DECEMBER 2019 AT 7.30 PM**

PRESENT: Cllr D. Anderson, Cllr J. Anderson, Cllr E. Harvey, Cllr C. Sach and Cllr B. Palmer

Non-committee members: Cllr P. Greig

ALSO PRESENT: Mrs E. De Can – Town Clerk
Mrs A. Wakenell – Community Warden
1 member of the public

E&OS/029/19 - APOLOGIES FOR ABSENCE.

Cllr A. Acott.

E&OS/030/19 – TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.

No declarations of interest were received.

E&OS/031/19 - PUBLIC FORUM – TO RECEIVE CONTRIBUTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND ON ITEMS ON THE AGENDA FOR A PERIOD NOT EXCEEDING TEN MINUTES.

No members of the public wished to speak on items of the agenda.

E&OS/032/19 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 23RD SEPTEMBER 2019.

The minutes of the committee meeting held on the 23rd September 2019 were **CONFIRMED** and signed as a true record.

E&OS/033/19 – TO NOTE THE MINUTES AND RESOLUTIONS FROM THE COMMON LIAISON COMMITTEE MEETING HELD ON THE 27TH NOVEMBER 2019

Members noted the minutes and resolutions from the Common Liaison Committee meeting held on the 27th November 2019.

E&OS/034/19 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA

A question was raised regarding the investigation into allotment toilets. The Town Clerk confirmed that this was still to be done due to other more urgent tasks.

E&OS/035/19 – TO CONSIDER AND AGREE THE SPECIFICATION FOR THE HANGING BASKETS/PLANTERS FOR THE NEW TENDER IN 2020.

Members considered the draft specification and **RESOLVED** to agree the proposal for inclusion in the tender.

E&OS/036/19 – TO CONSIDER AND AGREE THE SPECIFICATION FOR THE TIDAL POOL FOR THE NEW TENDER DUE IN 2020.

Members considered the draft specification and **RESOLVED** to agree the proposal for inclusion in the tender.

E&OS/037/19 – TO CONSIDER AND AGREE THE MEMORIALS GUIDE FOR ALL OPEN SPACES

Members considered the memorials guide and policy and **RESOLVED** to amend the documents to remove the allowance of memorial tree's at the Labworth Memorial Gardens as this has limited space available, to remove the wooden plaques with acrylic laminate as these are not hard wearing and will cause future expense to the council, to give clear instruction that any memorials left at any open space will be removed such as wreaths and flowers and to remove the suggested trees from the guide as these will be considered at the time of a request.

E&OS/038/19 – TO CONSIDER AND AGREE APPLYING FOR THE FREE TREES FOR SCHOOLS AND COMMUNITY SCHEME FOR 2020.

Members considered the free trees for schools and community scheme and **RESOLVED** to apply in 2020 for the Urban Tree pack to be planted at Tewkes Creek if approval is given by Castle Point Borough Council. The committee agreed that a management plan and costs should be considered before an application is made.

E&OS/039/19 - TO CONSIDER AND AGREE THE WAY MARKER DESTINATIONS FOR THE HIGHWAYS PANEL APPLICATION

Members considered the way marker destinations and **RESOLVED** to agree the destinations of the Town Council Office, Seafront, Canvey Lake, Bus Museum and Waterside Leisure Centre for the post in the centre of the town by the library and the Town Council Office, Seafront, Canvey Lake, Dutch Cottage Museum and Paddock Community Centre for the post at the Haystack corner.

E&OS/040/19 - TO CONSIDER AND AGREE A WORKING GROUP FOR THE LABWORTH MEMORIAL GARDENS ENHANCEMENTS

Members **RESOLVED** to appoint Cllr Blackwell, Cllr J. Anderson and Cllr D. Anderson to meet and discuss the requirements for enhancements to the Labworth Memorial Gardens for consideration by the committee.

E&OS/041/19 – TO RECEIVE AN UPDATE FROM THE COMMUNITY WARDEN RELATING TO ALL OPEN SPACES.

The Community Warden advised that Ellea Hunt's plaque has now been located at the Labworth Memorial Gardens, costs are being obtained to remove the Bumblebee Gardens from the entrance sign, following discussions with the Town Clerk the contractor has replaced the dead bushes in the entrance to the gardens with wooden sleepers as this area suffers with flooding and the Tidal Pool has been drained, cleaned and 4 joints have been replaced. It was also confirmed that the play area at Canvey Lake has passed its ROSPA inspection.

E&OS/042/19 – TO NOTE THE HEALTH AND SAFETY REPORT DETAILING INCIDENTS AND ACTIONS COMPLETED.

Members **NOTED** the Health and Safety Reports detailing incidents and actions completed at each of the Town Council's open spaces.

E&OS/043/19 – ACCOUNTS FOR PAYMENT

Members **APPROVED** accounts for signature for cheques 203532 to 203553 inclusive.

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/12/2019	Violet Streak's Circus	203532	500.00		Christmas - Circus Skills
16/12/2019	Kerry Greenaway	203533	570.00		Christmas-Street entertainment
16/12/2019	Automobile Association	203534	1,033.20		Christmas - Road closure
16/12/2019	Newsquest Media Group	203535	111.00		Christmas Ads - Ex Living&Echo
16/12/2019	Aylesford Electrical	203536	10,842.00		Festive lighting + additions
16/12/2019	Aspect Maintenance Ltd	203537	4,844.00		Maintenance - November
16/12/2019	Carter Security Ltd	203538	36.00		Replace battery-intruder alarm
16/12/2019	Office Needs	203539	58.00		100 x 2nd class stamps
16/12/2019	Speedy Asset Services Ltd	203540	106.32		Christmas - safety barriers
16/12/2019	Karen Reader	203541	70.00		Office cleaning -20/11 & 04/12
16/12/2019	Rialtas Business Solutions	203542	148.80		Omega software maintenance
16/12/2019	J & M Payroll Services Limited	203543	36.00		Payroll admin - November
16/12/2019	This is Fever Limited	203544	24.00		Cloud hosting - December
16/12/2019	Pinnacle Essex	203545	300.00		Playground inspection - 25/10
16/12/2019	Mr N Stevens	203546	950.00		Christmas - Security
16/12/2019	E. Harvey	203547	64.60		Travel exp - E. Harvey
16/12/2019	Design4Print	203548	156.00		Christmas banner/cards
16/12/2019	Anglian Water Business Ltd	203549	686.73		Water -SG allotment, No11&No13
16/12/2019	Aqua Loo	203550	207.00		Christmas -toilet hire balance
16/12/2019	Aspect Maintenance Ltd	203551	4,800.00		Maint - August (replacement)
16/12/2019	Aylesford Electrical	203536	-10,842.00		Christmas lighting contract
16/12/2019	Aylesford Electrical	203552	10,788.00		Christmas Lighting Contract
16/12/2019	Stanley Marsh & Co	203553	2,500.00		11 High St - Rent (Dec - Mar)
Total Payments			27,989.65		

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
COMMUNITY RELATIONS COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL HELD
AT THE COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND ON
MONDAY 13TH JANUARY 2020 7.30PM**

PRESENT:

Councillors: Cllr P. May, Cllr D. Blackwell, Cllr P. Greig, Cllr D. Anderson and Cllr J. Anderson and Cllr B. Palmer (ex officio)

Also present Mrs E. De Can – Town Clerk
Mrs T. Baylis – Community and Events Officer
Mrs L. Gould – Community and Events Officer
Cllr J. Blissett – Castle Point Borough Councillor

CR/024/19 – APOLOGIES FOR ABSENCE

Apologies were accepted for Cllr B. Campagna.

CR/025/19 – TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr May declared a non-pecuniary interest in item 6 of the agenda due to his involvement with Age Concern and BOPH.

CR/026/19 – PUBLIC FORUM – TO RECEIVE CONTRIBUTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND ON ITEMS ON THE AGENDA FOR A PERIOD NOT EXCEEDING TEN MINUTES.

No members of the public wished to speak.

CR/027/19 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON 14TH OCTOBER 2019

The minutes of the committee meeting held on 14th October 2019 were **CONFIRMED** and signed as a true record.

CR/028/19 – TO NOTE THE CLERKS REPORT ON ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the report.

CR/029/19 – TO CONSIDER AND AGREE A RECIPIENT OF THE FUNDS RAISED AT THE 2020 GARDEN TRAIL

Members reviewed the report provided by the Town Clerk and **RESOLVED** to raise the money from the 2020 Garden Trail for Age Concern Canvey Island.

CR/030/19 – TO CONSIDER AND AGREE THE FORMAT FOR THE WILDLIFE DAY FOR 2020

Members reviewed the existing format of the event and **RESOLVED** to approve the suggestions made in the report given following a meeting with the RSPB with agreement to hire 1 marquee, to investigate Mike Dilger conducting a talk on the day, to promote climate change, investigate the RSPB having information regarding its work at the marshes and Canvey Wick, making more of the photo competition, investigating country style activities and obtaining a definitive list of animals that the RSPB will not allow on site.

Members **RESOLVED** that due to the restrictions at the RSPB site investigations should take place into other venues for the 2021 event.

CR/031/19 – TO NOTE THE LETTER REGARDING VE DAY CELEBRATIONS AND CONSIDER WHETHER THE COMMITTEE WISHES TO COMMEMORATE THE ANNIVERSARY AND HOW?

Members reviewed the letter provided and the report given by the Town Clerk regarding the events taking place the weekend of the 8th to 10th May 2020 and **RESOLVED** that the Community & Events Officer investigate what other events are taking place this weekend specifically by Castle Point Borough Council, the local churches and the Royal British Legion before a decision is made.

CR/032/19 – TO NOTE THE REPORT FOLLOWING A MEETING WITH CLLR JOHNSON REGARDING THE YOUTH COUNCIL

Members noted the report given and the intention of Cllr Johnson to revisit the Youth Council for the borough and **RESOLVED** to put the Youth Council investigations on hold until further details are provided by Castle Point Borough Council as to its plans.

CR/033/19 – TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED

Accounts **APPROVED** and cheques 203554 to 203561 inclusive were signed for a/c No.1

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/01/2020	Aylesford Electrical	203554	12,438.00		Festive lighting & new motifs
13/01/2020	British Gas	203555	58.69		CCTV Electric 02/10-19/11/19
13/01/2020	SFB Solutions	203556	60.00		Rectify issues CCTV on mobile
13/01/2020	This is Fever Limited	203557	24.00		Cloud hosting - January
13/01/2020	Aspect Maintenance Ltd	203558	4,844.00		Maintenance - December
13/01/2020	D. Trower	203559	20.00		Window cleaning 06/12 & 03/01
13/01/2020	Speedy Asset Services Limited	203560	185.76		Barrier hire 01/12 - 31/12
13/01/2020	Rolling Stage Hire	203561	2,000.00		Christmas stage & equipment

Total Payments 19,630.45

The meeting closed at 8.30pm.

CHAIRMAN

6th April 2020

DRAFT

Subject: Officer Report

Speaker: Town Clerk

Reason for Report

Report of officer decisions under the Openness and Local Government Bodies Regulations 2014

Date: 4th December 2019

Decision taken: To repair four dilapidated Tidal Pool joints at a cost of £1,560.71.

Reason: One joint had been found to be defective during an inspection which was a health & safety issue. Due to the product used the cost for repairing one joint is the same as it would be for the maximum of four joints. Therefore three other dilapidated joints were repaired even though these were not such a serious issue as the one found.

Alternative Options: No requirement for three quotes as existing approved contractor used.

Date: 5th February 2020

Decision taken: To replace emergency lighting and external security lighting to No 11 High Street at a cost of £118.00.

Reason: During the monthly inspection it was found that the one emergency bulkhead light was defective and the external security light had stopped working. This expenditure was agreed by the Town Clerk due to the duty of care to staff and visitors to the office.

Alternative Options: Three quotes were obtained and best value considered.

Date: 5th February 2020

Decision taken: To replace the existing mobile phones at a cost of £1,518.24 per annum.

Reason: The existing contract expires at the end of February and the mobile phones have been upgraded and a new contract sought at an additional cost to the current contract of £81.60 per annum for a 24 month contract. Current contract £59.86 per month – new contract £63.26 per month.

Alternative Options: Three quotes were obtained and best value considered.

Date: 11th February 2020

Decision taken: To install new pigeon netting to the band stand at a cost of £120.00 inclusive of fixings and labour.

Reason: During the monthly inspection it was found that there was a high level of bird droppings to the base of the band stand which could be a potential health and safety issue for children or visitors to the site.

Alternative Options: No requirement for three quotes as existing approved contractor used.

FULL COUNCIL – PROGRESS REPORT

Appendix A

Item	Action Agreed at Committee	Action Taken	Responsibility	Time Schedule
DUTCH COTTAGE	<p>TO CONSIDER AND AGREE THE PROPOSAL TO APPROACH CASTLE POINT BOROUGH COUNCIL WITH THE INTENTION TO TAKE OVER THE RESPONSIBILITIES AND MAINTENANCE OF THE DUTCH COTTAGE.</p> <p>Members noted the Clerks report and considered the proposal to approach Castle Point Borough Council for the potential of taking over the responsibilities and maintenance of the Dutch Cottage. Members RESOLVED to include the cottage in the four year plan, agree a budget allowance and to commence negotiations with the Borough Council.</p>	<p>Tentative investigation with Community Archive regarding working in partnership – advised no toilet facilities which is a problem for volunteers.</p> <p>Friends of Dutch Cottage now conducting garden maintenance including grass cutting.</p> <p>Responsibilities will include the car par and litter clearance – full costs to be obtained to put to Council in February before negotiations with Borough Council commence further.</p>	EDC/JS	In Progress
PAST MAYORS BADGES	<p>TO CONSIDER AND AGREE THE PURCHASE OF PAST MAYOR PINS OR RELEVANT REGALIA FOR PAST MAYOR'S</p> <p>Members were advised that due to the current title change investigations have taken place to update the existing Past Chairman badges to Past Town Mayor and costs were given. Members RESOLVED to hold this decision until costs could be sought for the potential purchase of a Past Mayor medallion with ribbon.</p>	<p>Quotes and suggestions put to Policy & Finance on the 5th November in light of budget restrictions. Members noted the quotes provided for the past Town Mayor regalia and the previous investigations made to update the existing Past Chairman badges to Past Town Mayor due to the title change.</p> <p>Members considered the quotes and RECOMMENDED the purchase of the Past Town Mayor badges as per the original investigation and Past Chairman badge. Members recommended the purchase of such badges should be referred to 2019 due to budget restraints.</p> <p>Put to Council in February 2020.</p>	EDC	In progress
WEBSITE	<p>Request made for a small working group be set up to look at how the current website could be improved.</p>	<p>To be put to Council on the 24th Feb.</p>	EDC	In Progress
ARMED FORCES DAY	<p>Members considered the format of the Armed Forces Day event and RESOLVED unanimously that the parade should remain. Members agreed that the event did require change and</p>	<p>To be put to Council on the 24th Feb.</p>	EDC	In Progress

FULL COUNCIL – PROGRESS REPORT

Appendix A

<p>LOCAL PLAN CONSULTATION</p>	<p>this should be reviewed with a working party in 2020.</p>	<p>Letter sent 12.02.2020</p>	<p>EDC</p>	<p>Completed</p>
<p>TO CONSIDER AND AGREE A RESPONSE TO THE NEW CASTLE POINT LOCAL PRE-SUBMISSION PLAN Members discussed the consultation and response booklet and raised concerns that there had been a lack of public consultation and the form provided is far too complicated. Members advised that they had been informed that there would be leaflets distributed to residents, however, this does not appear to have been done. Members RESOLVED that rather than complete the required form the Town Clerk would formally write to Castle Point Borough Council confirming the Town Councils opinion that the plan is not legally compliant as the Borough Council have failed to adequately consult its residents. Members also requested that the letter confirm that the council wish to have a representative to speak in any oral examination.</p>				

Planning Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. To consider matters relating to planning applications, development control or planning policy in the parish of Canvey Island and to respond on behalf of the Council (via the Council Office).
2. The Chairman and Vice Chairman of the Committee, as representatives on Castle Point Borough Council's Development Control Committee, are invited to be present and may also attend any other training events organised by Castle Point Borough Council.
3. To reserve the right to consider any planning issue of significant local interest for:
 - -Change of use (if considered to affect residential housing or quality of life)
 - -New developments
 - -new properties/structures
 - -Replacement homes (to review applications for 2 properties or more)
5. Not considering applications for:
 - a. -Alterations to or extensions of any existing residential dwelling;
 - b. -Advertising/signage;
 - c. -Conservatories;
 - d. -Replacement home (i.e. bungalow to 1 house)
 - e. -Crossover
 - f. -building or street naming

Canvey Island Town Council

Planning Policy/Procedure

The Town Council is a statutory consultee and can make recommendations on planning applications to the planning authority but do not make the decisions. The planning authority must consider the Town Council's view providing the recommendations made fit with the local development plans and regulations.

The planning authority will take into consideration the relevant views from Town/Parish Councils and members of the public.

The planning committee must at all times consider its duty to Equal Opportunities, Crime and Disorder, Health and Safety and Human Rights.

1. When notification of a planning application is received from the planning authority the Town Clerk will assess the application in line with the agreed Terms of Reference for the Planning Committee which are:
 - To reserve the right to consider any planning issue of significant local interest for:
 - -Change of use (if considered to affect residential housing or quality of life)
 - -New developments
 - -New properties/structures
 - -Replacement homes (to review applications for 2 properties or more)
 - To not consider any applications relating to:
 - -Alterations to or extensions of any existing residential dwelling;
 - -Advertising/signage;
 - -Conservatories;
 - -Replacement home (i.e. bungalow to 1 house)
 - -Crossover
2. Should the planning application fall within the category that will not be considered by the planning committee in line with this policy the Town Clerk will not respond to the planning authority.
3. Applications will be referred to the Chairman of the Planning Committee or in their absence the Vice Chairman within 2 days of receipt to facilitate an extraordinary meeting if the nature of the planning application requires consideration before the next ordinary meeting of Council.
4. The Clerk will hold a record of every planning application notified to the Council and the Councils response to the local planning authority.
5. When considering and commenting on applications the Council will review the material considerations. These include:
 - consistency with the development plan for the area
 - traffic and highway safety issues
 - overlooking, loss of privacy and loss of light
 - scale of the development
 - design, appearance, layout and material
 - loss of important open space or physical features
 - noise, disturbance or smells
 - local knowledge of drainage or other possible problems
 - impact on the surroundings, effect on listed buildings and conservation areas.